

GEORGIA BOARD OF MASSAGE THERAPY

237 Coliseum Drive, Macon, Georgia 31217

(478) 207-2440 Phone * www.sos.state.ga.us/plb/massage

APPLICATION FOR LICENSURE MASSAGE THERAPY

GENERAL INSTRUCTIONS

Please read these instructions, the Georgia Law (O.C.G.A. § 43-24A) and Board Rules pertaining to the practice of massage therapy in Georgia carefully prior to completing application. The Board may deny a license for any reason set forth in O.C.G.A. § 43-1-19.

YOU MAY NOT PRACTICE MASSAGE THERAPY IN GEORGIA UNLESS YOU ARE ISSUED A LICENSE BY THE BOARD.

	ALL APPLICANTS MUST SUBMIT THE FOLLOWING:
	The application fee is non-refundable and cannot be combined with any other fee. Money Orders and
APPLICATION	Personal Checks accepted; made payable to The Georgia Board of Massage Therapy. Checks returned for
FEE	insufficient funds will be assessed a service charge pursuant to O.C.G.A. §16-9-20. Please refer to the
	posted fee schedule (same website you printed this application from) for The current fee.
	Type or print in ink. You must respond to all the questions and requests on the application, and have your
APPLICATION	signature and the application notarized, or the application will be returned for you to complete.
	Changes to Georgia Law (OCGA 50-36-1) provide that all applicants for licensure provide a
SECURE &	"Secure & Verifiable Document" with their application. The Illegal Immigration Reform and
VERIFIABLE	Enforcement Act of 2011 ("IIREA") provides that "not later than August 1, 2011, the Attorney
DOCUMENT	General shall provide and make public on the Department of Law's website a list of acceptable
	secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney
	General." O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent
	basis, if necessary. ALL APPLICANTS FOR MASSAGE THERAPIST LICENSURE MUST
	PROVIDE THIS DOCUMENTATION OR THE APPLICATION WILL NOT BE PROCESSED. See
	pages 8 & 9 of this application for more information.
CRIMINAL	Criminal background checks are required by the law (O.C.G.A. § 43-24A-8, 13) for each application
BACKGROUND	submitted. Refer to the Georgia Board of Massage Therapy website at www.sos.ga.gov/plb/massage
CHECK (See the	under "Download Forms" for "MT Fingerprint COGENT-GAPS Instructions". Applicants <u>must register</u>
instructions posted	with Cogent Systems and follow the guidelines found at their website at www.ga.cogentid.com.
on the same site	*DISCLAIMER: The Georgia Board of Massage Therapy is not responsible for unacceptable or
you obtained this	rejected fingerprints submitted; it is the vendor's responsibility to provide acceptable fingerprints.
application from for	DO NOT MAIL FINGERPRINT CARDS TO THE BOARD OFFICES-THEY WILL BE
printing)	RETURNED TO YOU AND THIS WILL DELAY THE PROCESSING OF YOUR
	APPLCIATION. For those applicants NOT located/living in the state of GA, the fingerprints and
1000000	processing must be completed at a Georgia COGENTS/GAPS location.
ADDRESS	Once a license is issued, you may update your e-mail mailing and physical address online, or in writing to
CHANGES	the Board office. If you need to change your e-mail, mailing and/or physical address WHILE this
	application is pending, please notify this office in writing, by fax to (866) 888-7127, or by calling 478-207-
	2440. The post office does not forward mail from the board.
	NOTE: <u>All</u> name changes must be submitted to the Board office, cannot be done online. Change requests
	may be faxed to: (866) 888-7127, Attention: Massage Therapy Board. When writing the Board regarding a
	name change you must include a <u>copy</u> of the official document that changes the name. (Social Security
	Cards and Drivers Licenses are not acceptable.)
	DO NOT SEND ORIGINALS. IF YOU DO, THEY WILL NOT BE RETURNED.
US Citizenship or	Please see page 6, 8 & 9 of this application for new requirements to verify your US Citizenship or lawful
Lawful Presence	presence in the USA to work. Your application cannot be processed without this information.
	1 Transfer of the second of th

DO NOT INCLUDE THIS INSTRUCTION PAGE WHEN SUBMITTING YOUR <u>APPLICATION FOR LICENSURE TO THE BOARD – ONLY SUBMIT THE</u> FOLLOWING PAGES (2-9)

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	E ONLY	
Amount Subr	itted	
Date		
Receipt #		



Certificate Number	
Date Issued	
Applicant No.	

____ ENDORSEMENT _____

GEORGIA BOARD OF MASSAGE THERAPY

237 Coliseum Drive * Macon, Georgia 31217-3858 (478)207-2440 * www.sos.state.ga.us/plb/massage

APPLICATION FOR LICENSURE – MASSAGE THERAPIST NON-REFUNDABLE APPLICATION FEE: \$125.00

(Checks returned for insufficient funds will be assessed a service charge pursuant to O.C.G.A. §16-9-20).

Applying By: APPLICATION

(Please check only one) **PART 1: PERSONAL INFORMATION NAME** MIDDLE NAME (as shown on documentation or transcripts if different): LAST MIDDLE MAIDEN DATE OF BIRTH M M - D D -YYY **SOCIAL SECURITY #** (APPLICANTS MUST BE 18 YEARS OF AGE OR (THIS INFORMATION IS AUTHORIZED TO BE OBTAINED AND DISCLOSED TO STATE AND FEDERAL AGENCIES PURSUANT TO O.C.G.A. §§ 19-11-1 & 20-3-295, OLDER AT TIME OF APPLICATION) U.S.C.A §§ 551, 20 & 1001) PHYSICAL **ADDRESS** HOME ADDRESS (P.O. BOX, NOT ACCEPTABLE) APT # If you are granted a license, your name, mailing address and license number are public information and your mailing address will appear on the internet. Your physical address is required, if different than the mailing address. You must immediately notify the Board in writing of an address change. MAILING **ADDRESS** MAILING ADDRESS - A P.O. Box is acceptable as a mailing address (IF DIFFERENT THAN HOME ADDRESS) APT # DAYTIME PHONE **OTHER PHONE** Male: ____ Female: ___ E-MAIL ADDRESS: (Please print clearly) Acknowledgement of your application will be sent by e-mail. Also, if any additional information is needed, e-mail is the most efficient way for the Board staff to contact you so that your application can be processed in the most efficient manner. Please notify the Board of any e-mail address change. YOUR E-MAIL ADDRESS WILL NOT BE SHARED WITH ANY THIRD PARTY.

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PART 2: MASSAGE THERAPY EDUCATION INFORMATION

NAME OF HIGH SO	CHOOL					
Did you graduate?	☐ YES (Sive the date of graduation				
other high	te from high s n school equiv	chool, do you have a GED or alency certificate?		Give date of		
	-	loma, GED or Certificate may	•		•	
NAME/ADDRESS OF	F MASSAGE T	HERAPY EDUCATION PRO	OGRAM	- Did you	ı graduatei	?
Address of School		City		Stat	e	Zip
		b. Graduation Date:				
degree awarded may be	mailed direct	an <u>Official Transcript</u> from sch ly to Georgia Board of Massag	Therapy	<i>or</i> mailed/pr	rovided to	the applicant in a seale
legree awarded may be envelope to include with PART Are you li Were you li	mailed direct h their applica 3: PRC censed to pr icensed as a	ly to Georgia Board of Massag tion materials. Copies of certife FESSIONAL LICE actice as a Massage Therap Massage Therapist during	e Therapy icates/dip ENSUI ist in any a "grand	or mailed/prolomas are no RE/CER other state fathering"	rovided to be accepted RTIFIC e(s)? () period? (the applicant in a sealed. ATIONS Yes () No () Yes () No
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action(s) taken.

PART 4: EXAMINATION

HAVE YOU SUCCESSFULLY PASSED ONE OF THE FOLLOWING EXAMS?

NCBTMB, "NAT	Certification Board for Therapeutic Massa FIONAL CERTIFICATION EXAM FOR THERAPE N EXAM FOR THERAPEUTIC MASSAGE AND BO CENSING (NESL)? IF YES, PLEASE INDICATE TESTING DATI	UTIC MASSAGE"; (NCÈTI DYWORK" (NCETMB), O	M,) THE "Ń R THE NAT	ATIONAL	NATION
	Exam Tak O A		CBTM	NCBTMB	NESL
B. Federation EXAMINATION	of State Massage Therapy Boards (FSM)		DYWORK L	ICENSING	
□YES □NO	IF YES, PLEASE INDICATE TESTING DATE:	•			
C. Are you a	recent graduate who plans to take one o	f the above noted exa	ams? 🗌 Y	ES NO	
	E EXAM NAME AND DATE YOU PLAN TO TAKE (YEAR) CIRCLE (B NESL	or MBLEx	
Contact NCBTI Board of Massa	al verification from NCBTMB or FSMTB showing MB or FSMTB for verification to be faxed to the ge Therapy, 237 Coliseum Drive, Macon, Georg erials. Originals accepted only.	Board to 866-888-7127, o	r mailed di	rectly to the Geo	rgia
THERAPY I	CERTIFICATION BY NCBTMB OR FSMT N THE STATE OF GEORGIA. YOU MUS E FROM THE GEORGIA BOARD OF MA	I OBTAIN A PROFES	SSIONAL	MASSAGE TH	ERAPY
	PART 5: EM	<u>PLOYMENT</u>			
If	ARE YOU CURRENTLY WORKING AS no, indicate <u>last date of employment as a</u>		PIST? Y	YES NO	_
LISTING TH ** Please ind	BLE, PROVIDE THE LAST THREE PLACES IE MOST RECENT EMPLOYER FIRST: icate your prior massage therapist employment be accepted if the employer is not listed on this	information below. The			
101111 WIN 1100	Place of practice: Employer Name, City, State	Job Title/Responsibilit	ies]	Dates of Employ	yment:
☐ YES ☐ NO					
☐ YES ☐ NO					
☐ YES ☐ NO					
practice/emple completed by application ma **If you are se employed, and	elf-employed as a MT, complete the Verifica	of the Verification of Entered if completed by the tion of Employment for THERAPIST, STATE	mploymen applicant.	t form must be Submit with	<u>your</u>
Page 4 of 9		Signed:	9-28-	12	

PART 6: BACKGROUND INFORMATION

If you answer yes to the following question, you must attach a detailed <u>letter of explanation</u>, and copy of any <u>court(s) final disposition</u> of action taken by any court(s). You are expected to read this question carefully and completely and to provide updated information for <u>any changes</u> occurring while this application is being processed. You will be asked to certify under oath that the answer is true and correct. Failure to answer this question truthfully and correctly may be grounds for denial of your application and/or other disciplinary action if licensure is granted. The Board must review the letter of explanation and any supporting documents; your application will not be considered complete and submitted to the Board until the information is received.

HAVE YOU EVER BEEN ARRESTED, CONVICTED, SENTENCED, PLED GUILTY, OR NOLO

□YES □NO

	MISDEMEANOR OR ANY OFFENSE OTHER THAN A MINOR TRAFFIC VIOLATION? (DWI AND
	DUI ARE NOT MINOR TRAFFIC VIOLATIONS.) If yes, please provide a complete explanation of each
	offense and provide certified copies of the final court disposition or other supporting documents for each as
TO (/	well. (Note: You must respond, "yes" if you pleaded and completed probation as a First Offender.)
	s" to any of the questions below, you must submit a detailed <u>letter of explanation</u> and request
_	board or agency send you a certified copy of the action(s) taken against your license or
	relevant supporting documents directly back to you. Submit these and all/any other documents
	ion. Your application must be reviewed by the Board and will not be considered complete and
submitted to the B	oard until the information is received. HAS ANY OTHER LICENSING BOARD OR AGENCY IN GEORGIA OR ANY OTHER STATE
	EVER:
□YES □NO	DENIED YOUR LICENSE APPLICATION, RENEWAL, OR REINSTATEMENT?
□YES □NO	REVOKED, SUSPENDED, RESTRICTED, OR PROBATED YOUR LICENSE?
□YES □NO	REPRIMANDED, FINED, DISCIPLINED, REQUESTED OR ACCEPTED SURRENDER OF YOUR
	LICENSE?
□YES □NO	HAVE YOU FAILED TO RENEW A LICENSE, CERTIFICATION OR REGISTRATION DURING AN
	INVESTIGATION AGAINST YOU BY A LICENSING BOARD OR OTHER AGENCY?
□YES □NO	IS THERE ANY DISCIPLINARY ACTION OR INVESTIGATION PENDING AGAINST YOU BY ANY
	LICENSING BOARD, AGENCY, OR NATIONAL CERTIFYING ORGANIZATION?
□YES □NO	HAVE YOU FAILED OR BEEN REFUSED AN EXAMINATION BY ANY PROFESSIONAL
	ORGANIZATION, BOARD OR OTHER REGULATORY ENTITY?
□YES □NO	HAVE YOU EVER HAD ANY PROFESSIONAL LIABILITY SUITS FILED AGAINST YOU?
□YES □NO	HAVE YOU USED DRUGS OR OTHER INTOXICATING SUBSTANCES TO THE EXTENT THAT
	THESE AFFECTED YOUR PROFESSIONAL COMPETENCE?
	Have you completed the background check through the Georgia Applicant Processing as explained in the instructions on page 1? Yes: No:
2001000 (0000)	
If No, when will	you be completing this requirement?
NOTE: YOU	R APPLICATION FOR LICENURE CANNOT BE PROCESSED WITHOUT THE
-, - 	

CRIMINAL BACKGROUND CHECK HAVING BEEN COMPLETED AS EXPLAINED IN THE INSTRUCTIONS ON PAGE 1.

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GEORGIA BOARD OF MASSAGE THERAPY

237 Coliseum Drive, Macon, Georgia 31217 (478) 207-2440 Phone

www.sos.state.ga.us/plb/massage

PART 7: APPLICANT SIGNATURE AND AFFIDAVIT

YOU MUST SIGN THIS AFFIDAVIT IN THE PRESENCE OF A NOTARY

I hereby swear and affirm that all information provided in this application is true and correct to the best of my knowledge and belief. I further swear and affirm that I have read and understand the current state laws and rules and regulations of the <u>Georgia State Board of Massage Therapy</u>, and I agree to abide by these laws and rules, as amended from time to time.

	application, electronically or otherwise, I hereby swear and affirm one of the following to be te pursuant to O.C.G.A. § 50-36-1:
1)	I am a United States citizen 18 years of age or older. Please submit a copy of your current Secure and Verifiable Document(s) such as driver's license, passport, or other document as indicated on pages 8 & 9 of this application.
2)	I am <u>not</u> a United States citizen, but I am a legal permanent resident of the United States 18 years of age or older, or I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act 18 years of age or older with an alien number issued by the Department of Homeland Security or other federal immigration agency. <u>Please submit a copy of your current immigration document(s) which includes either your Alien number or your I-94 number and, if needed, SEVIS number (See pages 8 & 9 of this application).</u>
•	above attestation, I understand that any failure to make full and accurate disclosures may result action by the Georgia State Board of Massage Therapy and/or criminal prosecution.
	Signature of Applicant Date Sworn to and subscribed before me this

Note to Notary: Application should be signed with proper ID.

_____ (Notary Seal)

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__ day of _______, 20_____

My commission expires: _____

Notary Public Signature

PLEASE SEPARATE THIS FORM, GIVE TO YOUR MOST RECENT EMPLOYER TO COMPLETE, AND RETURN THE COMPLETED, SIGNED AND NOTARIZED FORM TO THE BOARD:

GEORGIA BOARD OF MASSAGE THERAPY 237 COLISEUM DRIVE, MACON, GEORGIA 31217-3858

VERIFICATION OF EMPLOYMENT

Instructions:

- 1. Applicant: complete Section I and sign.
- 2. Submit this form to your most recent **employer (Personnel Director, Human Resources Department)** who can provide verification of your practice as a massage therapist.
- 3. If you are self-employed, complete the Verification of Employment form yourself, indicate self-employed, and sign it.
- 4. Return the completed, signed and notarized form with your application materials to the Board.

Section I (To be completed by applicant)

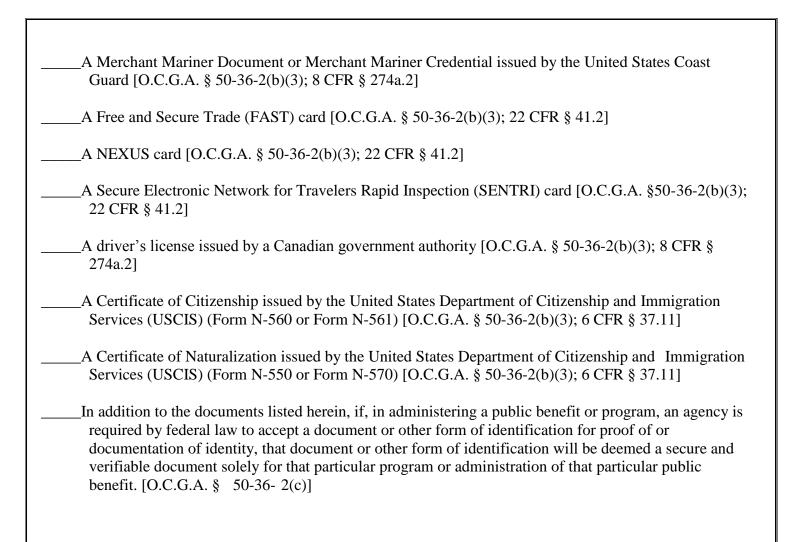
Applicants Address: Street City State Zip Code RELEASE: I do hereby consent to and authorize the release of any and all records and information concerning my employs Massage Therapist to the Georgia Board of Massage Therapy. I understand this information is required as part of the application of Applicant: Applicant Phone Number(s): APPLICANT – DO NOT WRITE BELOW THIS LINE (If self-employed, complete this section for your business) Section II (To be completed by person verifying employment) Instructions: 1. Omplete Section II of this form. If self-employed, complete this section indicating your business name, address, etc 2. Amssage Therapy employment must have been for compensation. 3. Return this form to the applicant to submit with their application for licensure. 1. Name of Business: Phone Number: (City/State/Zip Code) 3. Applicant's Position/Title: (City/State/Zip Code) 4. Employment Dates: From: (City/State/Zip Code) 5. Physical Location of practice (mobile, contract, or same as above): (Name) (Title) Sworn to and subscribed before me this day of (Notary Seal) Notary Public Signature	Printed Name of Applicar	Last	First	Middle	Maiden
Street City State Zip Code RELEASE: I do hereby consent to and authorize the release of any and all records and information concerning my employs Massage Therapist to the Georgia Board of Massage Therapy. I understand this information is required as part of the application for process. Applicant Phone Number(s): Applicant Phone Number(s):	Applicants Address				
Massage Therapist to the Georgia Board of Massage Therapy. I understand this information is required as part of the application incensure process Applicant Phone Number(s):			City	Sta	te Zip Code
Massage Therapist to the Georgia Board of Massage Therapy. I understand this information is required as part of the application incensure process Applicant Phone Number(s):	RELEASE: I do hereby	consent to and aut	thorize the release	of any and all re	ecords and information concerning my employment a
Applicant Phone Number(s): APPLICANT – DO NOT WRITE BELOW THIS LINE (If self-employed, complete this section for your business) Section II (To be completed by person verifying employment) instructions: 1. Complete Section II of this form. If self-employed, complete this section indicating your business name, address, etc 2. Massage Therapy employment must have been for compensation. 3. Return this form to the applicant to submit with their application for licensure. 1. Name of Business:	Massage Therapist to the				
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(If self-employed, complete this section for your business) Section II (To be completed by person verifying employment) Instructions: L. Complete Section II of this form. If self-employed, complete this section indicating your business name, address, etc A Massage Therapy employment must have been for compensation. B. Return this form to the applicant to submit with their application for licensure. L. Name of Business: Phone Number: Physical Address of Location: (City/State/Zip Code) A. Applicant's Position/Title: 4. Employment Dates: From: To: Physical Location of practice (mobile, contract, or same as above): D. Printed name and title of person verifying employment: (Name) (Title) Sworn to and subscribed before me this (Notary Seal)	Signature of Applicant:			I	Applicant Phone Number(s):
(If self-employed, complete this section for your business) Section II (To be completed by person verifying employment) Instructions: 1. Complete Section II of this form. If self-employed, complete this section indicating your business name, address, etc 2. Massage Therapy employment must have been for compensation. 3. Return this form to the applicant to submit with their application for licensure. 1. Name of Business: Phone Number: 2. Physical Address of Location:					_
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8. Return this form to the applicant to submit with their application for licensure. 9. Phone Number: (City/State/Zip Code) 9. Applicant's Position/Title: 4. Employment Dates: From: 5. Physical Location of practice (mobile, contract, or same as above): 6. Printed name and title of person verifying employment: (Name) (Title) Sworn to and subscribed before me this day of (Notary Seal)	. Complete Section II of this				your business name, address, etc
Phone Number:					
2. Physical Address of Location:	5. Keturn tins form to the ap	pricant to submit w	чин инен аррисанс	on for ficensure.	
3. Applicant's Position/Title: 4. Employment Dates: From: To: 5. Physical Location of practice (mobile, contract, or same as above): 6. Printed name and title of person verifying employment: (Name) (Title) Sworn to and subscribed before me this Gay of, 20 (Notary Seal)	l. Name of Business:			Ph	none Number:
3. Applicant's Position/Title: 4. Employment Dates: From: To: 5. Physical Location of practice (mobile, contract, or same as above): 6. Printed name and title of person verifying employment: (Name) (Title) Sworn to and subscribed before me this Gay of, 20 (Notary Seal)	2. Physical Address of Lo	cation:			
5. Physical Location of practice (mobile, contract, or same as above):	•		(City/S	tate/Zip Code)	
5. Physical Location of practice (mobile, contract, or same as above):	3. Applicant's Position/Ti	tle:		4. Employs	ment Dates: From: To:
6. Printed name and title of person verifying employment: (Name) (Title) Sworn to and subscribed before me this day of, 20 (Notary Seal)	5 DI 1 II 11 C			1	
Sworn to and subscribed before me this day of, 20 (Notary Seal)	o. Physical Location of pr	actice (mobile, con	itract, or same as a	ibove):	
Sworn to and subscribed before me this Signature of Employer/Person completing this (Notary Seal)	6. Printed name and title o	of person verifying	employment:		
Signature of Employer/Person completing this day of, 20 [Notary Seal]				(Name)	(Title)
Signature of Employer/Person completing this day of, 20 [Notary Seal]	Sworn to and subscribe	ed hefore me this			
(Notary Seal)	SWOTH TO WILL SWODELING			Sign	nature of Employer/Person completing this form
	day of	, 20			
			(Notary S	Seal)	
	Notary Public Signature		(1.0001) 0	- /	
My commission expires:					

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APPLICANT: PLEASE CHECK THE FORM OF IDENTIFICATION BELOW THAT YOU POSSESS. RETURN THIS FORM ALONG WITH A COPY OF YOUR APPROPRIATE DOCUMENTATION.

License Applied For: Massage Therapist
Name (Please print clearly)
Secure and Verifiable Documents Under O.C.G.A. § 50-36-2 Issued August 1, 2011 by the Office of the Attorney General, Georgia
The Illegal Immigration Reform and Enforcement Act of 2011 ("IIREA") provides that "not later than August 1, 2011, the Attorney General shall provide and make public on the Department of Law's website a list of acceptable secure and verifiable documents. The list shall be reviewed and updated annually by the Attorney General." O.C.G.A. § 50-36-2(f). The Attorney General may modify this list on a more frequent basis, if necessary.
The following list of secure and verifiable documents, published under the authority of O.C.G.A. § 50-36-2, contains documents that are verifiable for identification purposes, and documents on this list may not necessarily be indicative of residency or immigration status.
A United States passport or passport card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
A United States military identification card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
A driver's license issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
An identification card issued by one of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Marianas Islands, the United States Virgin Island, American Samoa, or the Swain Islands, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
A tribal identification card of a federally recognized Native American tribe, provided that it contains a photograph of the bearer or lists sufficient identifying information regarding the bearer, such as name, date of birth, gender, height, eye color, and address to enable the identification of the bearer. A listing of federally recognized Native American tribes may be found at: http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
A United States Permanent Resident Card or Alien Registration Receipt Card [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
An Employment Authorization Document that contains a photograph of the bearer [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]
A passport issued by a foreign government [O.C.G.A. § 50-36-2(b)(3); 8 CFR § 274a.2]

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